Email basics

To send a message

To field

CC field

Subject field

To attach a file
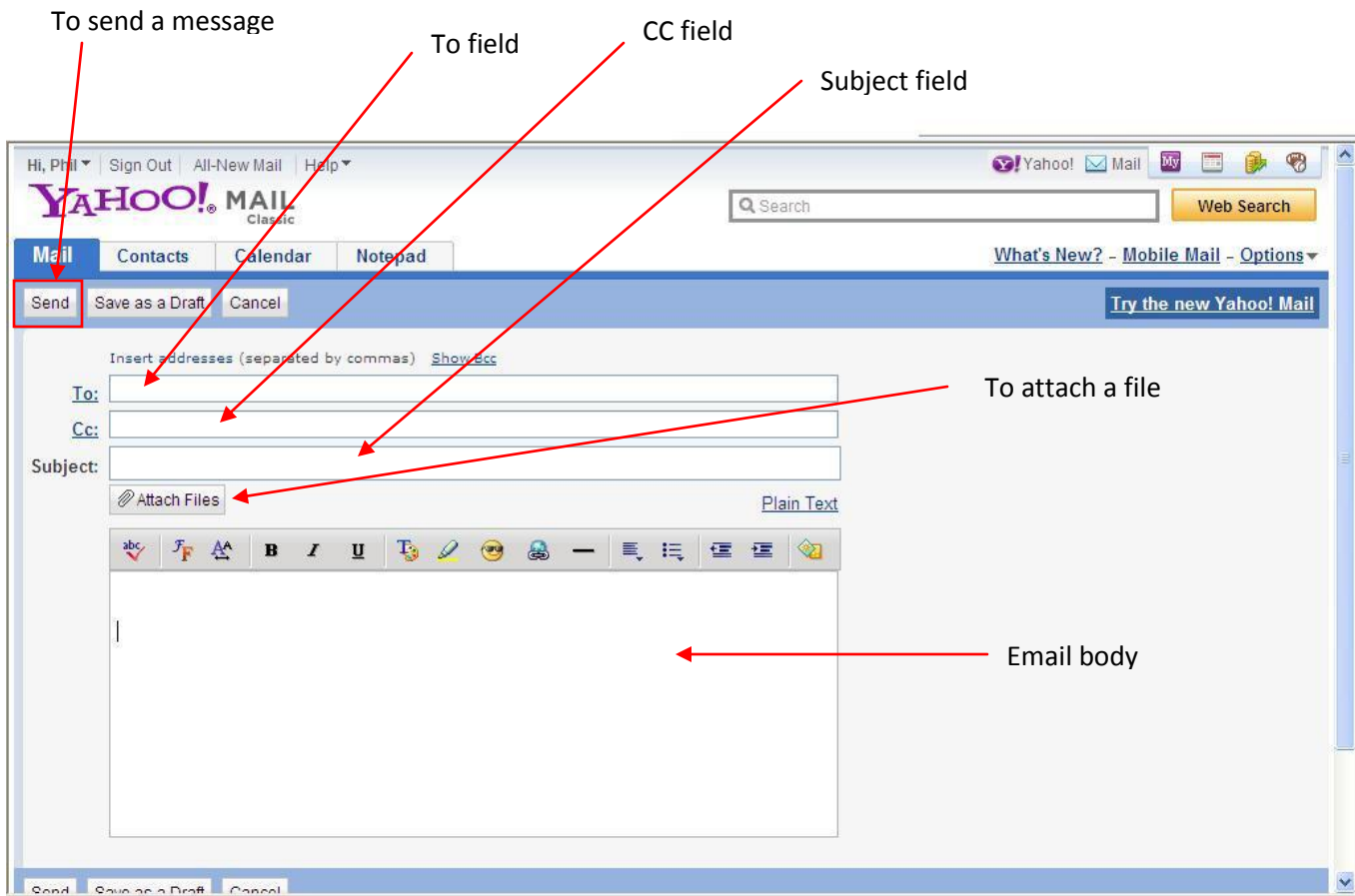
Email body

- The To field contains the email address you are sending to.
- The CC field is for if you are sending copy of the massage to another email address.
- The subject field contains what the message is about.
- The email body is where you would type in the message.
- The send button sends the message to the email address in the to field.